

## Who Can Send Emails to Me?

When you request a DeBN account, you consent to service by email of court notices and orders ONLY. The Bankruptcy Noticing Center (BNC) will send emails to you on behalf of the court.

All other parties, including creditors, attorneys, and trustees, must continue to serve documents upon you according to court rules (by U.S. Mail, overnight mail, or personal delivery).

## How Long Am I Enrolled in DeBN?

You are enrolled in DeBN as long as your DeBN account is active.

You will receive electronic notice of court notices and orders in **any current or future bankruptcy case or adversary proceeding (lawsuit) from any bankruptcy court** in which your name and mailing address match the name and mailing address on your DeBN account. This includes cases in which you are a creditor, plaintiff or defendant.

## Can My Account Be Deactivated?

Your DeBN account can be deactivated if:

- The BNC disables the account because of an email delivery failure (“bounce-back”);
- You file a *Debtor’s Electronic Noticing Request (DeBN)* form and request deactivation; or
- Your name or mailing address on your case changes and it no longer matches the DeBN account mailing address at BNC.

## Advantages of DeBN:

- **FAST!** Receive PDFs of court notices and orders the same day they are filed.
- **FREE!** No charge to enroll. No charge for viewing and saving the court notices and orders.
- **CONVENIENT!** Accessible in your email using an Adobe Acrobat Reader.

## Questions about DeBN ? Contact the Clerk’s Office:

### Anchorage

United States Bankruptcy Court  
605 West 4th Avenue, Suite 138  
Anchorage, AK

(907)271-2655

or

Toll Free: (800)859-8059

### Court Website

[www.akb.uscourts.gov](http://www.akb.uscourts.gov)

# Debtor Electronic Bankruptcy Noticing

Email Delivery of  
Court Notices and Orders  
for Debtors



- **FAST**
- **FREE**
- **CONVENIENT**



United States Bankruptcy Court  
District of Alaska

## What is DeBN?

**DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN)** is a **FREE** and voluntary service that allows debtors to request and receive bankruptcy court notices and orders by email rather than by U.S. Mail.

The Bankruptcy Noticing Center (BNC) sends court notices and orders to parties in bankruptcy cases by either email or mail.

## What are Court Notices and Orders?

Court notices and orders are documents created and filed by the bankruptcy court, which may include, but are not limited to, the following:

- Notice of Meeting of Creditors and other initial notices
- Notices of deficiencies or setting deadlines
- Orders on motions
- Orders setting deadlines or hearings
- Order of Discharge

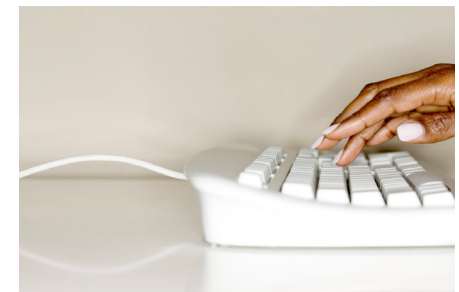


## How Do I Sign Up for DeBN?

1. **Have an active email account.** The email address provided for the DeBN account will become part of the public court record.
2. **Obtain the *Debtor's Electronic Noticing Request (DeBN)* form** from the court's website ([www.akb.uscourts.gov](http://www.akb.uscourts.gov)) or from the Clerk's Office.
3. **Complete and sign the form.** An original signature is required as digital or typed signatures are not accepted.
4. **File the completed form with the court.** The form can be filed in-person, mailed, or filed by your attorney, if you have one.
5. The Clerk's Office will create your account. You will receive a confirmation email from the BNC when your account is activated.
6. Debtors in jointly filed cases can each request a DeBN account by filing individual request forms. Joint debtors may use the same email address, but separate DeBN accounts will be created.

## How DeBN Email Works

- The BNC sends the emails of the court notices and orders in the evening on the same day a notice or order is filed.
- Separate emails will be sent for each notice and order. The email contains a single PDF file which can be viewed and saved with an Adobe Acrobat Reader.
- If the PDF attachment exceeds 8 MB, the BNC will send it via U.S. mail instead of email
- Any PDFs sent via email that bounce back as undeliverable, will be sent via U.S. mail.
- An email that is undeliverable will automatically deactivate your account. You must resubmit the request form with updated information to reactivate the account.
- Your name and mailing address on your bankruptcy case must match your DeBN account for the email to be sent. If it doesn't match the BNC will send the orders and notices via U.S. mail.



To learn more about DeBN and to download the request form, please visit the court's website at: [www.akb.uscourts.gov](http://www.akb.uscourts.gov)